

26 January 1978

MEMORANDUM FOR: Director of Central Intelligence

VIA : Acting Deputy Director of Central Intelligence

FROM : B. C. Evans
Executive Secretary

SUBJECT : Proposed Headquarters Regulation on
the Executive Secretariat (U)

REFERENCE : Headquarters Notice [REDACTED] Subject:
Establishment of the Executive
Secretariat, dtd 24 July 1973

STATINTL

1. (U) Action Requested: That you approve the attached proposed Headquarters Regulation outlining the current mission and functions of the Executive Secretariat.

2. (U) Background: The Executive Secretariat was established on 12 July 1973 by Headquarters Notice [REDACTED] dated 24 July 1973 after the Executive Director-Comptroller function was dissolved. The Headquarters Notice is nearly 3 1/2 years old and does not reflect the current functions the Executive Secretariat now performs. Normally, after the establishment of an organizational element within the Agency, a Headquarters Regulation (HR) is issued that formalizes the mission and functions of the element. The regulation for the Executive Secretariat is long overdue. The proposed HR closely corresponds to the Notice of 1973 but in regulation form. Three functions have been deleted from the old Notice and are marked with a double asterisk and three functions have been added and are marked with a single asterisk on the proposed HR. Each addition reflects responsibilities that have evolved to me as Executive Secretary but were not spelled out in the original notice of establishment. I have highlighted the old notice so that you may compare it to the new regulation.

STATINTL

3. (U) Recommendation: That you sign the attached proposed regulation.

[REDACTED]
B. C. Evans

STATINTL

Attachment:
Proposed HR on Executive Secretariat

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Approved For Release 2002/01/08 : CIA-RDP81-00142R000300110001-9

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